

Working Together

COMPENDIUM

By

FRANK N. FREEMAN, Ph.D.



CORRELATED HANDWRITING SERIES

THE ZANER-BLOSER COMPANY

612 N. PARK STREET

Handwriting Publishers since 1895

COLUMBUS, OHIO

Dear Boys and Girls,

INTRODUCTION

In this new book you will find many ways in which you can improve your own handwriting.

Position, rhythm, movement, slant, and spacing should all be carefully watched. This year we must continue to improve the good writing habits which we formed last year. Let's continue to use better and better writing in all of our school work.

The new units and interesting content of this book will be yours to master.

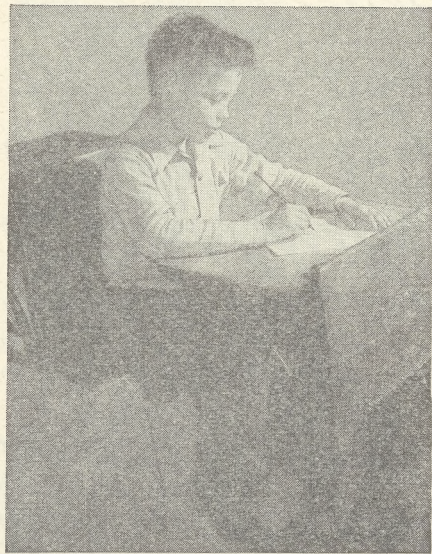
Sincerely yours,

Frank N. Freeman, Ph.D.

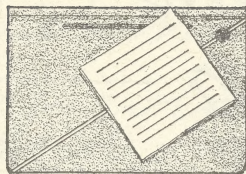
Copyright, 1948, by
1961 Edition

THE ZANER-BLOSER COMPANY

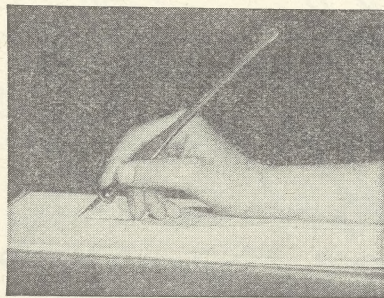
Columbus, Ohio



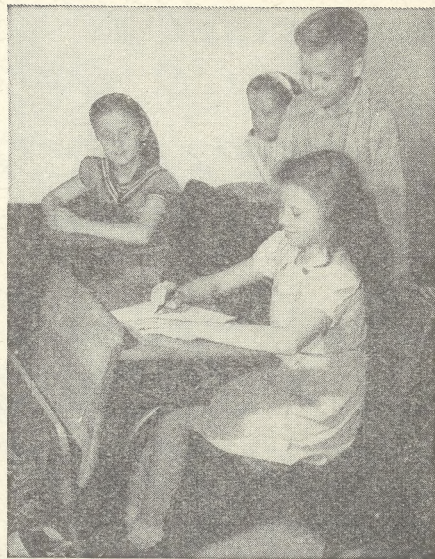
How to sit at the desk



How to place the paper



How to hold the pen



Good position attracts attention

INFORMATION PLEASE

1. My name is — Paul R. Brown
2. We live at — 23 West 5th. Ave.
3. Our city is — Galesburg
4. The county is — Knox
5. In the state of — Illinois
6. My country is the — United States
7. I was born — August 6, 19 — ? —
8. I am now — ? — years old.

Our first writing unit is about you. After you have talked about **Paul Brown**, his age, and home, let us use this plan to fill in the information about you. As you write this on practice paper, use **United States of America**.

AUTUMN TIME



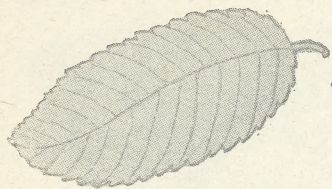
Autumn is a season
of gay colors. The leaves
turn red, yellow, and
brown.

Squirrels are very
busy storing nuts
for winter use.

A Au c co col qu qu

Have you watched squirrels store nuts? They are getting ready for winter. As you practice your writing, you are getting ready for days ahead. Begin **A** with a long left curve, but flatten the upstroke.

KNOW YOUR TREES

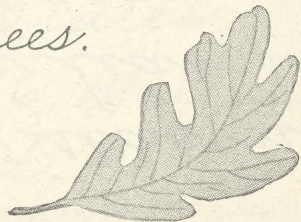


Trees are our largest plants
All living things are
either plants or animals.



Here you see the leaves
of the maple, oak, willow,
ash, poplar, and birch trees.

Find each one.

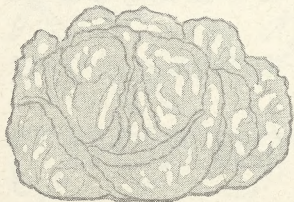


This season of the year the leaves are most beautiful. Bring to school a beautiful leaf, then see if you can match it with one of the leaves on this page. Practice capitals **T** and **F**. Observe the slant in the downstroke.

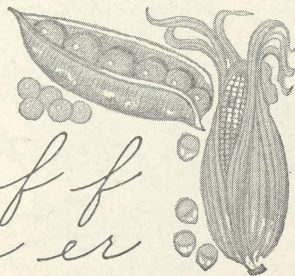
PLANTS AS FOODS

Different parts of plants
furnish us with our food.

We eat the leaves of some
plants, while from others we
use seeds or the fruits.



O O D D if if f f
le le l l e e er er



Many of us eat foods which we do not know are plants. Can you name some plants that furnish us food? Write these on practice paper, and make a list of all the plants your class can think of that furnish us food. When writing word lists we observe the beginning and ending strokes.

Leaves

cabbage
lettuce
spinach



Fruits

apples
peaches
cherries



Seeds

peas
corn
beans



Cauliflower and broccoli
are the flowers of the plants.
ca ca ca ce ce ce ch coocco cab
bb ba be be br br or ow oc on

Listed here are a few leaves, fruits, and seeds which we eat. Write the list and add to it where you can.
Be careful with your connecting strokes and letter combinations shown on this page.

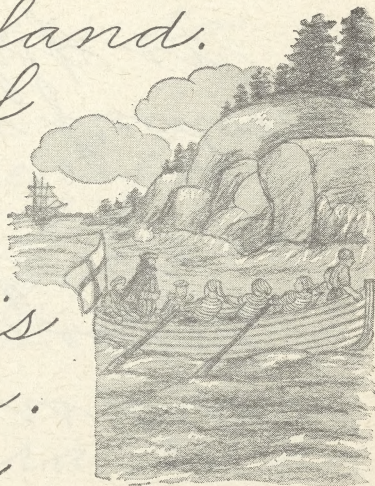
LAND! LAND!

In 1492 a small boat set out in search of a new land.

At last a shout of Land! Land! went up from the sailors.

This new land is now our own America.

L L L l l ll h, h h



This would be a good place to discuss the importance of figures and dates.

EARLY AMERICA

It was many years later
that people left their homes in
the Old World to settle in
America.

They came seeking freedom
to live, work, and worship in
their own way.

O O O O ow or om or in in in

America was not settled over-night. The early settlers came one boat load at a time. You may improve your writing the same way. Improve one thing at a time, and your writing will be better. Are you finishing your o's with an upward curve?

MOVING WESTWARD

The need for more farm land caused the pioneers to move to the west.

This made the need for faster and better ways of travel.

Soon roads, canals, and railroads were built.

S S o Soon re rm ro ra rs re

Now write this page just as it appears above. Do your lower loops slant too much? Are your upper loops well rounded?

THEN AND NOW



1830—COVERED WAGON.



1856—STAGE COACH.



1861—PONY EXPRESS.



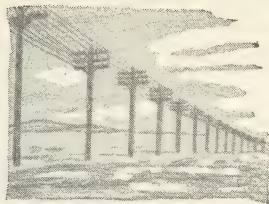
1861—THE TELEGRAPH.

From the period of the early settlers, to the present time, we have moved from the slow covered wagon age to the swift, "Mainliner" of the air.

Do any of you know a story about covered -wagon days? Practice the cane of the capital letter M, N, H, and K. How many letters start with this cane? Make a list of the cane letters. Test your writing for slant. Is it uniform?



1869—THE RAILROAD.



1915—THE TELEPHONE.



1915—THE HIGHWAY.



1921—AIR MAIL.

From Coast to Coast

1830—Covered Wagon — 6 months

1856—Stagecoach and rail — 24 days

1861—Pony express and rail — 12½ days

1869—First railroad — 7 days

1943—Mainliner — 16 hours

Can you imagine traveling from New York to California by covered wagon?
Today the fast airplanes cover this distance in ten hours or less.



AIR HIGHWAYS

Flying has given us an open highway in the air. All places are near us now.

A plane can fly a direct route between two places because there are no barriers in the air as we have on land.

Air travel is becoming more popular every day. Have you ever been in a plane? Flying is much like writing, as there is a graceful rhythm to the sweeps and curves the plane makes. Try it with your pen.

TEAM WORK



*The Seeing Eye
Dog is a happy dog.
He is trained to
give his master sig-
nals through the
handle of his harness.
He has signals
for him when they*

The Seeing Eye Dog guides the action of his master. You guide the action of your pen.
As you practice this page arrange it nicely and write it neatly. Check the size of your letters with that in your copy.

reach the curb; when they have to stop or move to the side.

Not every dog and master can be happy together. They are given a "try out" to decide if they can work as a team.

He H H He N N N y y g g g

Practice the capital **H** and the combination **HE**.
Can you make them round and full as they should be?

List the letters that have loops below the line.
Study your book to see if you are making them correctly.

A GOOD AMERICAN

"There is one thing which
no one can do so well as you.

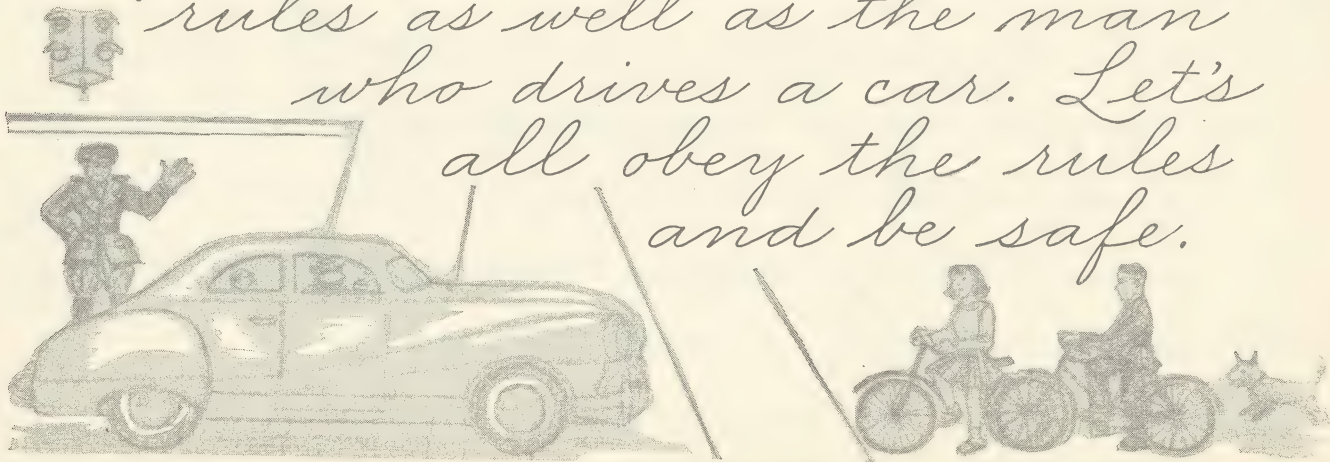
It is to train yourself
to feel, think, and act as a
good American should."

j j j g g g y y y z z z p p p q q
g g f f f l l l b b b h h h k k k

After writing the quotation above, compare it with the writing you did in the first part of the year and note the improvement. Write a sentence telling how you have improved your handwriting.

SAFE RIDING

Boys and girls who ride bicycles should know the traffic rules as well as the man who drives a car. Let's all obey the rules and be safe.



After writing the paragraph about safety write sentences about your Safety Patrol.

WHAT DO THESE MEAN?

Use these words in sentences--

size	curve	retrace
slant	test	motion
speed	space	margin
quality	color	indent
angle	form	ending

U U Use Use ze ze ze size z
q q qu qu an an gi gi or or

This is your chance to use these handwriting words in sentences. **Keep small letters the same size. All letters should slant in the same direction.** Can you think of other words to add to the list? Practice the capital letter **U** and the word **Use** along with the combinations of letters.

WE MAKE PUPPETS

Miss Olsen showed us how to make the cutest puppets.

We are planning a Puppet Show for the P. T. A.

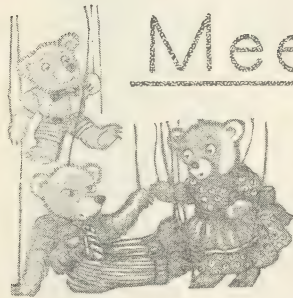
The boys are building the stage and painting the scenery; the girls are making and dressing the puppets.

Have you seen a puppet show lately? Can you think of any other words about puppets? The **t**, **d**, and **p** are the same height above the line. They are not as tall as **l** or **h**. Cross the **t** carefully.

PUPPET SHOW

An Evening of Fun for the P.T.A.

Meet Goldilocks in Person



Madison School
Tuesday Evening



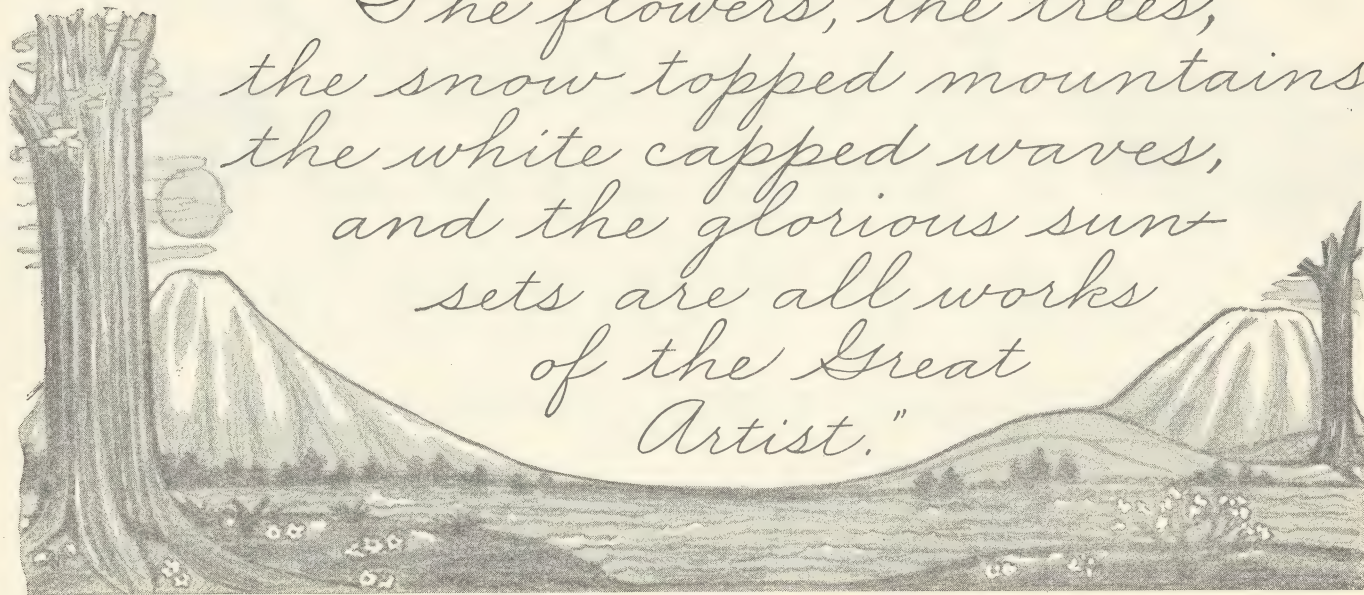
March 9th.

Time 7:45 P.M.

You use print writing for signs, headings, notices, and for many other activities.

HE DOETH ALL THINGS WELL

*"The flowers, the trees,
the snow topped mountains,
the white capped waves,
and the glorious sun
sets are all works
of the Great
Artist."*



Our lovely sky, the beautiful sea, the stately forests, the clear blue lakes, the rugged mountains, and you, too, are all the works of the Great Artist. Who is the Great Artist? Make up your own sentences about Him.

THE SOY BEAN

Each year a new use is found for soy beans.

The flour made from soy beans is used for bread, cakes, and puddings.



Chemists have made a fiber for weaving cloth. The oil is used for making paints.

Some people have never seen the soy bean, and do not yet know of its importance. As you talk about this lesson, try to think of the articles that are made from the soy bean. Do you eat them? Are clothes made from soy beans?

STOP! LOOK! LEARN!

In sentence writing we check our spacing in words and between them.

If a sentence has twenty-five letters to the line, from margin to margin, it is well spaced.

I I I I I In In In If If If

The capital letter I is one of the most overused letters in the alphabet. Learn it well.
What other letter starts like I but has a loop below the line? Practice them on the same line.

BIRD FACTS

Do you know—

1. Birds are the only animals that have feathers.
2. A bird can change the focus of his eye instantly.
3. The humming bird lays the smallest egg; the ostrich lays the largest.



This is your **Do You Know** page. What other interesting things do you know about birds? Let's write five other sentences about them. Do you write easily and smoothly just as the birds fly?

AROUND THE WORLD WITH THE AIRPLANE

- | | |
|--------------|------------------|
| 1. A Alaska | 9. I Italy |
| 2. B Berlin | 10. J Japan |
| 3. C China | 11. K Kunchow |
| 4. D Dakar | 12. L Leyte |
| 5. E England | 13. M Manila |
| 6. F France | 14. N New Guinea |
| 7. G Guam | 15. O Okinawa |
| 8. H Holland | 16. P Panama |

We are off on a trip around the world in our own imaginary plane. Let's follow our journey on the map and estimate the time required and the miles covered during the trip. Review the formation of the figures, and in writing them keep your columns straight.

- | | | | |
|-------|------------|-------|-------------|
| 17. Q | Queensland | 25. Y | Yokohama |
| 18. R | Russia | 26. Z | New Zealand |
| 19. S | Sicily | | |
| 20. T | Tokyo | | |
| 21. U | Ukraine | | |
| 22. V | Vienna | | |
| 23. W | Wake | | |
| 24. X | Xavier | | |



Now we will try to make up an alphabetical list of our own. This time we will use the first names of our friends in the fifth and sixth grades. Let's start off with **A—Arthur**, **B—Bonnie**, **C—Clarence**, and finish the alphabet.

HOW TO BE AN INTERESTING PERSON



1. Be a good listener.
2. Do not talk too much.
3. Do not talk too long at a time.
4. Give every one a chance.
5. Do not interrupt.
6. Talk about the things you know and enjoy.

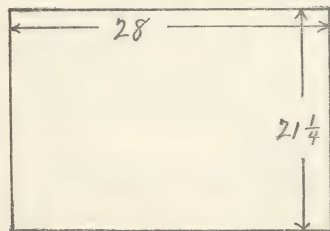
~~PPPP~~ P P P P B B B B Be

You wish to have an interesting personality and be popular with others. Therefore, take an inventory of yourself. Am I a good listener? Do I talk too much? Write a sentence telling how you may improve yourself.

OUR CLASS PROBLEM

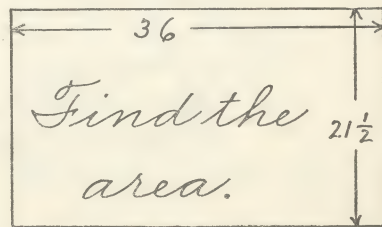
Our school room is 28 feet long and $21\frac{1}{4}$ feet wide.

To find the area of the room we multiply 28 ft. by $21\frac{1}{4}$ ft.



28 feet long

$$\begin{array}{r}
 \times 21\frac{1}{4} \text{ feet wide} \\
 \hline
 7 \\
 28 \\
 \hline
 56 \\
 \hline
 595 \text{ sq. ft. - Area}
 \end{array}$$



Our problem is not a difficult one.

It gives us a fine chance to practice figure making, listing columns of figures for addition, and working several problems in addition, multiplication, and division.

THE HAWAIIAN ISLANDS

The Hawaiian Islands
are our outposts in the Pacific.
They help protect our western
coast from an invasion.

Many of our boys were
stationed there during World
War No. II.

M M M Ma W W W W Wo War

Many of us visit Hawaii in our imaginations. We like to dream of the palm trees and dancers with leis around their necks. They are a lovable, friendly people who like to dance to their fine music.

THEIR PRODUCTS AND CUSTOMS

These Islands supply us
with sugar, pineapples,
coffee, rice, and bananas.



At feast, the native girls
wear grass skirts and love to
dance to ukulele music. They
make flower and paper leis
for their friends. r r r s s s

Can you make paper leis for your friends? See if you can improve the form of the letters **r**, **s**, **w**, **v**, **o**, and **b**. Practice them well until you have mastered each one. The word ukulele is a rhythmic word. Try to put rhythm in it when you write it.

INTRODUCTIONS

When you introduce a boy to a girl, say the girl's name first.

Zella, this is Quentin Vance.

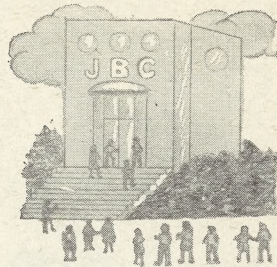
Quentin, this is Zella Young.

Z Z Z ella Zella V Van Vance an
 nen nentin Quen Q Yf You Young
 X. Y. Zone Z. X. Younger Z. Y. Xerns

By properly introducing our friends we may often avoid embarrassment. Try it at your next school party. Practice this introduction on paper, using the names above, and then using the names of your friends.

LEARN TO WRITE A RADIO REPORT

1. Name of the program
2. What type of program
3. Persons in program
4. What you enjoyed most
5. Over what station
6. On what day and what time
7. Length of program



In an oral report of a radio show, be sure to state the seven facts above. What other facts are important to you? Write your own radio report of a show you have heard and turn it in to the teacher.

Dear Mr. Ford,

Our class enjoyed their visit to the broadcasting station very much.

We were glad to see how the sound effects were made for radio.

Yours truly,

Here is your final specimen.

Write it carefully, then compare it with an earlier specimen. By careful practice you have become a better writer, a more observing student, and a finer American.

OUR ALPHABET OF CAPITALS, SMALL LETTERS AND FIGURES

A B C D E F G H I J K L M N O P Q R
S T U V W X Y Z a b c d e f g h i j k l m
n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 10

ACTIVITIES WHICH MAY REQUIRE PRINT WRITING

Shopping list

Camping list

Notices for Library use

List of visitors—Public Schools Week

Diary of weather

Bulletin board notices

Addressing packages

The Left-handed Child

In the fifth grade, if children enter school using their left hand, teach them how to hold the paper correctly and how to write with their left hand. Tilt the paper to the right for the left-handed child at about 30 degrees. Exact the same quality of work from them as those using the right hand. Do not permit an inverted position to develop.

Ink Dipping

Since this book will be written in pen and ink, some care should be taken to instruct children how to avoid making blots. Blots are usually caused by overloading the pen point with ink. In demonstrating this act, dip the pen in the bottle until the eye of the pen is covered with ink. Pull it out of the bottle slowly so that any excess ink will drain off before it clears the bottle.

The appearance of fountain pens will be noticed by many teachers in this grade. When the children bring fountain pens to school for use, it is well for the teacher to inspect the pens to see if the point and type of pen are suitable for their use. When fountain pens are not suitable, many teachers insist on steel points of their own recommendation.

CURSIVE ALPHABET

A a B b C c D d E e F f G g
H h I i J j K k L l M m N n
O o P p Q q R r S s T t U u
V v W w X x Y y Z z + - x ÷ = ½
1 2 3 4 5 6 7 8 9 10 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Notice the similarity of many of the capital letters to the small ones. Some are nearly the same except for size, and in others, only the beginning stroke differs.

